



## ***How does a User view or modify education information after the employee has been hired?***

- Because the Education details hyperlink is not enabled, once the employee has been hired the User must go to:

***Home > Develop Workforce > Manage Competencies > Use > Education***

## ***Can a User enter Education details when he or she is entering a hire in INI?***

- The Education details hyperlink is not enabled when entering the hire in INI. The User must be sure to enter the education details prior to changing the hire status to INI.